



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: SUPERINTENDENT OF HOUSING INSPECTION (PROMOTION)

SALARY: \$36,600 – \$45,800 **GRADE:** 111

CLOSING DATE: February 22, 2002 is the last day to file an application.

POSITION: A Superintendent of Housing Inspection oversees the programs of a housing inspection district in the enforcement of the Baltimore City Housing Codes. Employees are on 24-hour callback duty.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, eligible City employees must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Baltimore City Department of Human Resources, Division of Safety;

AND

Have a bachelor's degree from an accredited college or university;

AND

Have three years of experience in performing housing inspection work, including one year of performing exterior and interior housing inspection work of large multiple family dwellings, hotels, rooming houses, commercial establishments and domiciliary care facilities and buildings.

One year of experience in housing inspection work may be substituted for each year of the college or university requirement.

NOTE: YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

NOTE: Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information from the Maryland State Police. In addition, candidates must be able to pass a criminal background investigation conducted by the Baltimore City Police Department. This is a prerequisite for appointment as a Special Enforcement Officer authorized to issue Criminal Citations.

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KMT/mk POSTED: 2/11/02

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.



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